



Figure 59: Manage Conditional Formatting dialog

Copying cell styles

To apply the style used for conditional formatting to other cells later:

- 1) Click one of the cells that has been assigned conditional formatting and copy the cell to the clipboard.
- 2) Select the cells that are to receive the same formatting as the copied cell.
- 3) Go to **Edit > Paste Special > Paste Special** on the Menu bar, or right-click and select **Paste Special > Paste Special** in the context menu, or press *Ctrl+Shift+V*, to open the Paste Special dialog (Figure 43 on page 66).
- 4) Make sure that only *Formats* is selected and click **OK** to paste the conditional formatting into the cell.

Conditional formatting example

One use case for conditional formatting is highlighting the totals that exceed the average value of all totals. If the totals change, the formatting changes correspondingly, without having to apply other styles manually. It is recommended that the Styles deck on the Sidebar is open and visible before proceeding.

Defining conditions

- 1) Select the cells where you want to apply a conditional style.
- 2) Go to **Format > Conditional > Condition, Color Scale, Data Bar, Icon Set, or Date** from the Menu bar to open the Conditional Formatting dialog.
- 3) Enter the conditions you want to use for conditional formatting.

Generating number values

You may want to give certain values in your tables particular emphasis. For example, in a table of turnovers, you can show all the values above the average in green and all those below the average in red. This is possible with conditional formatting.

- 1) Create a table in which a few different values occur. For your test, you can create tables with any random numbers. In one of the cells, enter the formula `=RAND()`, and you will obtain a random number between 0 and 1. If you want integers of between 0 and 50, enter the formula `=INT(RAND()*50)`.